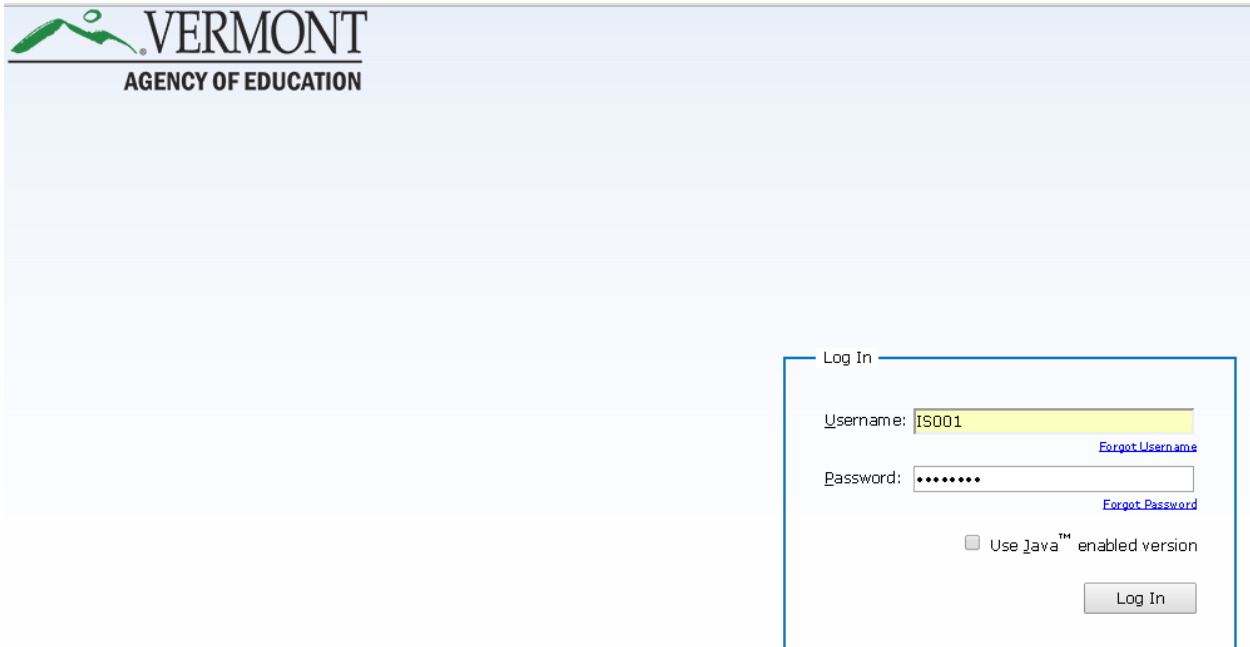
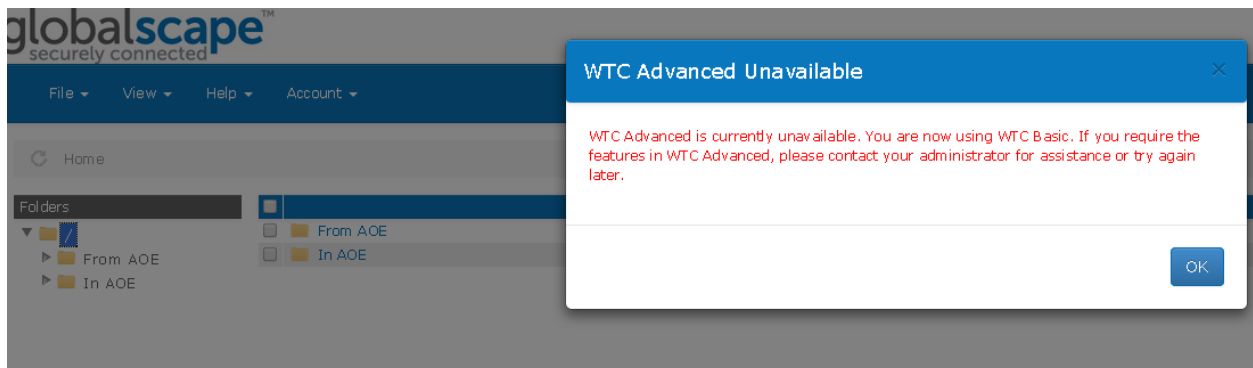


## To Download


1. Go to: <https://secure.education.state.vt.us>
2. Enter your username and password.



The image shows the login page for the Vermont Agency of Education. At the top left is the logo with a green mountain icon and the text "VERMONT AGENCY OF EDUCATION". On the right side, there is a "Log In" box. Inside this box, the "Username:" field contains "IS001" and the "Password:" field contains seven dots. There are links for "Forgot Username" and "Forgot Password" next to their respective fields. Below the password field is a checkbox labeled "Use Java™ enabled version". At the bottom right of the box is a "Log In" button.



3. Folders will appear containing files for download. Double click into the From AOE folder.



The image shows the file list in the GlobalScape interface. The table has three columns: "Name", "Size", and "Date Modified". The "Name" column contains two folders: "From AOE" and "In AOE". An arrow points to the "From AOE" folder. The "Date Modified" column shows the dates "09/23/2014 04:07:14" for "From AOE" and "10/02/2014 03:25:33" for "In AOE".

Name	Size	Date Modified
From AOE		09/23/2014 04:07:14
In AOE		10/02/2014 03:25:33

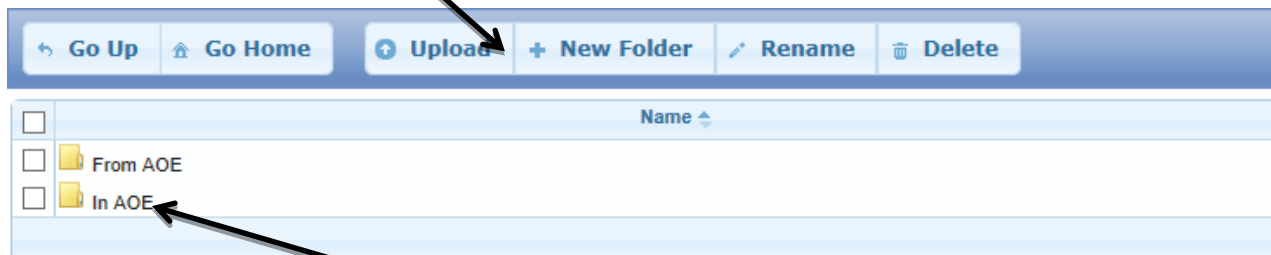
4. Select your file for download and double click to download your file. At the bottom of the screen, it may prompt you to “Run” or “Save” the program either option is fine but “Run” is preferable.



5. You will be prompted to unzip your database.

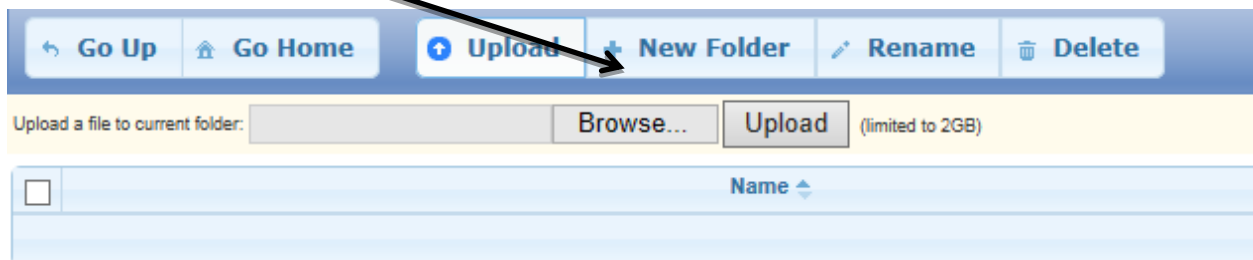
### To Upload

1. Go to: <https://secure.education.vt.us/>
2. Enter your username and password.
3. Select the upload button.

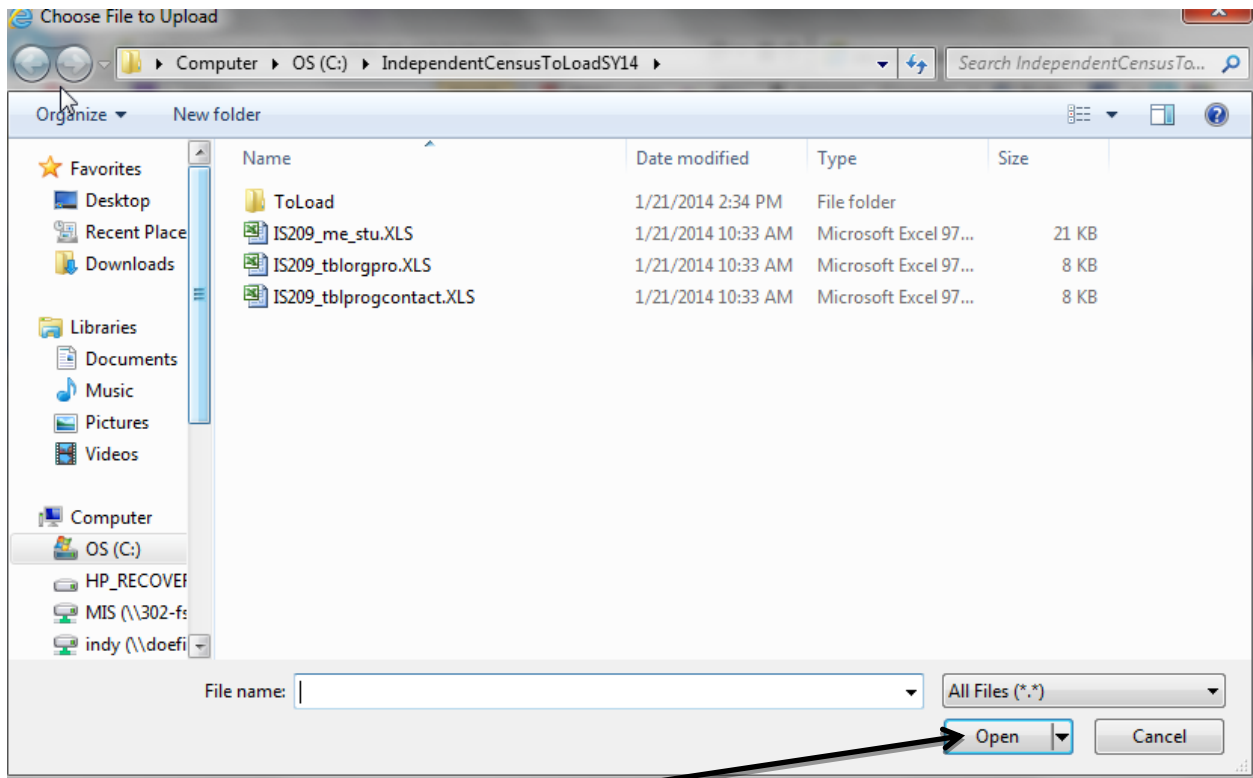


4. Double click into the To AOE folder.

5. Click  
browse



6. Select your file. Please note you will have to upload each file individually.



7. Select your file and click "Open". Click "Upload" and repeat for the remaining files.

